

DEPARTMENT OF THE NAVY  
BUREAU OF NAVAL PERSONNEL  
WASHINGTON, D.C. 20370-5000

IN REPLY REFER TO  
BUPERSINST 1430.17E  
Pers-262  
24 JUN 1994

BUPERS INSTRUCTION 1430.17E

From: Chief of Naval Personnel  
To: All Ships and Stations (less Marine Corps field addressees  
not having Navy personnel attached)

Subj: COMMAND ADVANCEMENT PROGRAM (CAP)

Ref: (a) Enlisted Transfer Manual (TRANSMAN)  
(b) BUPERSINST 1430.16D  
(c) OPNAVINST 6110.1D  
(d) Navy Military Personnel Manual (MILPERSMAN)

1. Purpose. To provide policy, eligibility requirements, and administrative procedures for the Command Advancement Program. This instruction is a complete revision and should be reviewed in its entirety.

2. Scope. This program allows certain commanding officers to advance eligible personnel in paygrades E-3, E-4, and E-5 to the next higher paygrade without reference to higher authority. This program is intended to function in conjunction with, not replace, the Navy's established advancement system.

3. Cancellation. BUPERSINST 1430.17D.

4. Background. CAP was established in 1978 as an incentive for seagoing personnel to be recognized for superior performance while working in a rigorous operating environment experienced at sea or while forward deployed.

5. Waivers. No waivers to the policies or criteria of this instruction will be granted.

6. Eligibility. The following criteria will be used when determining eligibility for CAP advancement:

a. Active duty personnel must be permanently or temporarily assigned (minimum of 30 consecutive days) to a command designated as sea duty (type 2, 4, or 8). Type duty codes are defined in reference (a). Eligible units of the operating forces are listed in Part 1 of the Standard Navy Distribution List (SNDL) (OPNAV P09B2-107 (91)).

b. Drilling Selected Reserves (SELRES) personnel must be locally assigned to an authorized unit (filling a valid billet in the unit) designated as sea duty (Type 2, 4, or 8) and be a satisfactory driller for a minimum of 1 year. Advanced paygrade personnel must have made their temporary rate permanent to be eligible. Active Duty for Special Work (ADSW) and One Year Recall (OYR) personnel are not eligible for this program except when assigned to CAP eligible units during declared hostilities.

c. Meet all advancement requirements for the next higher paygrade as listed in reference (b), with the exception of advancement exam participation.

d. Meet health and physical readiness requirements for advancement per reference (c).

e. Per reference (d), article 1440-050, commanding officers no longer have the authority to designate strikers; however, they are authorized to CAP non-designated strikers.

f. Non-designated strikers must meet all advancement and entry requirements per references (b) and (d).

g. Commanding officers are not authorized to CAP non-designated strikers into any rating requiring a special selection process (e.g., MA, RP, DM) or that require an "A" school for entry into that rating.

7. Command Requirements. Command advancements may be effected only by commanding officers of commands that are designated as sea duty (Type 2, 4, or 8). Officers in charge (OIC) are not authorized to administer CAP, but may recommend eligible candidates to their parent command. CAP advancements for personnel assigned to a detachment are counted against the parent command's annual quota. Therefore, authorization should be obtained from the parent command of a deployed detachment prior to effecting a CAP advancement. In the case of Naval Reserve Force (NRF) ships, CAP advancements apply only to primary Selected Reserves (SELRES) crew. SELRES personnel may only be authorized CAP by the commanding officer of the commissioned unit to which assigned. In the case of those commissioned units which do not have an active duty commanding officer, the officer who would assume command of the unit upon activation is authorized to approve CAP advancements.

## 8. Quota Limitations

a. Based on the enlisted billets authorized by a unit's Manpower Authorization (BA Column) for active personnel or the SELRES Unit Reserve Unit Assignment Document (RUAD or BILPERS) for SELRES personnel, commanding officers may advance eligible E-3, E-4, and E-5 personnel between 1 January and 31 December inclusive as follows:

<u>TOTAL ENLISTED BILLETS</u> <u>AUTHORIZED</u>	<u>PERCENTAGE</u> <u>AUTHORIZED</u>	<u>MAXIMUM AUTHORIZED</u> <u>QUOTAS BY PAYGRADE</u>		
		E-6	E-5	E-4
100 OR LESS	2%	1	1	*
101 to 1000	1%	1	2	*
1001 to 2000	1%	2	4	*
over 2000	1%	2	6	*

\* Number is based on command's total CAP quotas.

Each command's total CAP quotas is computed by multiplying the total enlisted billets authorized by the percentage authorized. Quotas are rounded to the next higher number (i.e.,  $506 \times .01 = 6$  quotas.) E-4 quotas may be substituted for unused e-5 or E-6 quotas. In no case may the total annual CAP advancements exceed the maximum authorized quota (s).

b. Commanding officers responsible for more than one Unit Identification Code (UIC) will base quotas on each individual OPNAV 1000/2 or RUAD/BILPERS maintained. Active duty and SELRES quotas are separate and may not be consolidated. SAM II personnel are counted against SELRES quotas.

9. Administrative Procedures. Commands shall complete a NAVEDTRA 1430/2 (Rev. 8-92), Recommendation for Advancement in Rate or Change of Rating (Worksheet), in the same way the worksheet is completed for an advancement cycle candidate.

a. Required worksheet entries:

(1) Blocks 1 through 4, 7 through 9, 11 through 14- Entries in these blocks are self-explanatory.

(2) Blocks 5, 6, 10, 15, 17, 18, and 20 - Leave blank.

(3) Block 16 - Enter candidate's time in rate date in present paygrade.

(4) Block 19 - Enter effective date of CAP advancement **(Date commanding officer signs NAVEDTRA 1430/2).**

(5) Block 21 - Compute and enter creditable Drill Service in Paygrade (DSPG) in this block only if the time is required to meet TIR eligibility. Otherwise, leave blank.

(6) Terminal Eligibility Date (TED) Block - The TED will be the date the candidate will have completed the TIR requirement for the prospective paygrade.

b. The commanding officer may not sign the worksheet earlier than the computed terminal eligibility date. Signatures "by direction" are not authorized.

c. Time in rate is assigned per reference (b), Article 301.12.

10. Frocking. Selectees for CAP advancement are not eligible for frocking.

11. Action. File NAVEDTRA 1430/2 in member's service record, prepare service record entries and submit appropriate Diary Message Report System (DMRS), Source Data Systems (SDS) or Reserve Standard Training Administration and Readiness Support (RSTARS) entry.

12. Discrepancies. Immediate Superiors in Command (ISICs) shall ensure command administrative inspections include a review of CAP advancements per the check-off list provided in reference (b), exhibit II-I.

13. Form. NAVEDTRA 1430/2 (Rev. 11-92), Recommendation For Advancement In Rate Or Change In Rating (Worksheet), S/N 0115-LF-014-6900, may be obtained through the Navy Supply System using requisitioning procedures contained in NAVSUP P-2002.

Distribution: (See next page)

Distribution:

SNDL Parts 1 and 2

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